

# GUIDANCE ON MOTIONS

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Motions are the draft texts submitted to ITF Congress containing policy proposals for decision. If approved by Congress, they gain the status of resolutions. Alongside other strategic documentation, Congress resolutions guide and form the work of the ITF over the inter-Congress period. The Executive Board acts as steward of the Congress resolutions once they have been approved, by monitoring their implementation.

## **Ordinary motions**

Motions for consideration by an Ordinary Congress shall be submitted so as to reach the General Secretary at least four months before the Congress begins. The final agenda of an Ordinary Congress shall be issued to affiliated organisations at least two months before the Congress begins.

Amendments to motions placed on the agenda of an Ordinary Congress shall reach the General Secretary at least four weeks before the Congress begins.

## **Motions to amend the Constitution**

Motions to amend the Constitution are handled in the same way as ordinary motions – the only difference being that they must be submitted to a membership vote and must receive at least two thirds of the valid votes cast to succeed.

## **Emergency motions**

Emergency motions may be presented to an Ordinary Congress, but shall only be discussed if the Resolutions Committee decides that they are truly of an urgent character and could not have been submitted by the deadline of 13 June 2024 for the submission of ordinary motions.

After the deadline of 13 October 2024 for the submission of emergency motions, rare exceptions will be made should an emergency event occur during the Congress period itself.

## **Submission of motions**

Please submit any motions to the General Secretary via [motions@itf.org.uk](mailto:motions@itf.org.uk).



## **Format and language**

- Motions must be submitted in the required format. A receipt will be sent to the affiliate to acknowledge that their motion has been received.
- Only motions submitted in the name of an affiliate will be acceptable (i.e. motions cannot be submitted in the name of a region or section).
- Affiliates are required to restrict the texts of motions to a maximum of 1000 words.
- Each motion should cover only one subject, or closely related subjects. Where more than one diverse subject is covered, more than one motion must be submitted.
- Individual affiliates must limit themselves to a maximum of three motions.
- While affiliates may submit Congress motions in different languages, the English text will be considered the definitive version in all matters relating to their interpretation.

## **Content**

- All motions must be consistent with the ITF Constitution.
- Motions must ask the ITF or a constituent of the ITF (e.g. section and region) to take some kind of action (e.g. campaigning, lobbying, public condemnation, etc.).
- Motions must not duplicate existing policy.
- Motions must be practical and achievable within reason over an inter-Congress period.
- Motions relating to national disputes should only be submitted if they raise major strategic or trade union rights issues.
- Motions must cover major issues relating to the transport industry, as opposed to more restrictive technical or sectoral issues (which can be dealt with by other forums e.g. section meetings). Motions relating to broad policy or political issues will be considered by the Resolutions Committee in the context of existing ITF policy.
- Where an issue or request relates to the content of the Congress theme document, affiliates are asked to submit a suggested amendment to the Congress theme document.

## **Process**

The Resolutions Committee will be mandated by the Executive Board to handle motions submitted by affiliates to the 2024 Congress in line with the above criteria.

Where an issue or request relates to the content of the Congress theme document, the Resolutions Committee may suggest an amendment to the Congress theme document, as an alternative to the proposed motion.



Some affiliates may submit motions on a similar subject, in which case the Resolutions Committee will contact the affiliates in question to discuss possible compositing of the motions.

The Resolutions Committee may contact some affiliates to discuss amendments or adjustments to their motion(s). Suggested amendments may be content related, to ensure the motion meets with the criteria, or may be improvements to ensure that the wording is clear and unambiguous and can be easily translated into the other Congress languages.

Motions may also be “referred” or “remitted” to the Executive Board, or any other ITF body (e.g. a section committee), in agreement with the movers. This mechanism is useful where there maybe issues of fact with the original text or lack of unanimity on the subject, to give affiliates the opportunity to give the motion due consideration. A motion that is “referred” or “remitted” in this way, once passed, would not have the status of a resolution of the Congress.

If a motion does not meet the criteria, or where the affiliate does not agree to the amendments or compositing suggested, the Resolutions Committee may recommend to the Executive Board that the motion is not submitted to Congress.

